

# Web Agent

*Web-based Motor Vehicle Registration and Titling*

Release Enhancements  
Version 1.3.0



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## Introduction

This document covers the enhancements included in the release for WebAgent-Subcontractor (WebSub) version 1.3.0 release. Please see the Summary of Release Changes for an overview of what is new in this release. Examples of the release changes follow later in this document. If you have any questions, please contact your TxDMV Regional Service Center.

Thank you for using WebSub!


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## Summary of Release Changes

1. The Renew Registration – Vehicle Search page has been modified to default to keyboard entry if a location is configured for keyboard entry only.
2. The Renew Registration – Vehicle Record page now displays a field for the plate type.
3. An optional \$1.00 Organ Donor donation has been added under Renew Registrations.
4. The Renewal Transaction Record has been enhanced to include a Void Transaction Information section.
5. The location type can now be changed to either TAC or Agent when logged into a County Administration location.
6. The Find Batch function on the Manage Batches Page for County Administration locations has been modified to allow for batch numbers up to seven digits.
7. The Batch Detail Report has been enhanced to include the plate number when a new plate has been issued.
8. The wording for several error messages has been clarified and/or corrected. A revised job aid has been created and is being provided with these release notes.

## Renew Registration – Vehicle Search

The Renew Registration – Vehicle Search page has been modified to default to keyboard entry if a location is configured for keyboard entry only.



**Web Agent**  
Web-based Motor Vehicle Registration and Titling

Logged in as User Name: KRHODE Location: Corner Store

### Renew Registration - Vehicle Search

Actions
Navigation
Home
Logout
Registration
Renew Registrations
Manage Batches
Administration
My Location
Manage Users
Help
Support

Plate Number \*

Last 4 Digits of VIN \*

## Renew Registration – Vehicle Record

The Renew Registration – Vehicle Record page now includes a field for the plate type.



**Web Agent**  
Web-based Motor Vehicle Registration and Titling

Logged in as User Name: KRHODE Location: Agent Location

### Renew Registration - Vehicle Record

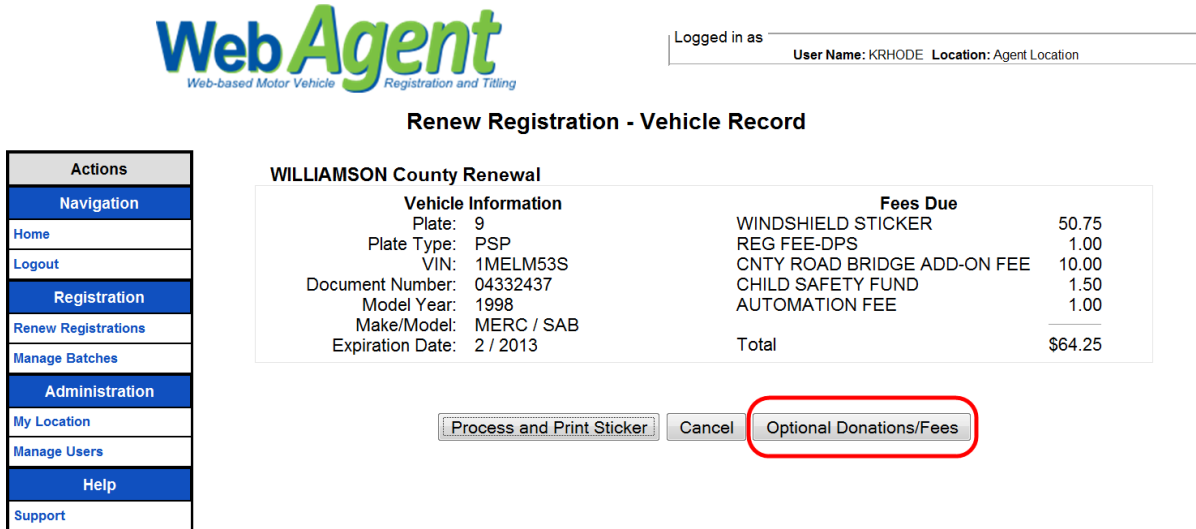
Actions
Navigation
Home
Logout
Registration
Renew Registrations
Manage Batches
Administration
My Location
Manage Users
Help
Support

**WILLIAMSON County Renewal**

Vehicle Information	Fees Due
Plate: 9	WINDSHIELD STICKER 50.75
<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Plate Type: PSP</span>	REG FEE-DPS 1.00
VIN: 1MELM53S	CNTY ROAD BRIDGE ADD-ON FEE 10.00
Document Number: 04332437	CHILD SAFETY FUND 1.50
Model Year: 1998	AUTOMATION FEE 1.00
Make/Model: MERC / SAB	
Expiration Date: 2 / 2013	<b>Total \$64.25</b>

## Renew Registration – Organ Donor Donation Option

An optional \$1.00 Organ Donor donation checkbox has been added to the Renew Registration – Vehicle Record page under Optional Donations/Fees.



**Web Agent**  
Web-based Motor Vehicle Registration and Titling

Logged in as **User Name: KRHOE Location: Agent Location**

### Renew Registration - Vehicle Record

**WILLIAMSON County Renewal**

Vehicle Information		Fees Due	
Plate:	9	WINDSHIELD STICKER	50.75
Plate Type:	PSP	REG FEE-DPS	1.00
VIN:	1MELM53S	CNTY ROAD BRIDGE ADD-ON FEE	10.00
Document Number:	04332437	CHILD SAFETY FUND	1.50
Model Year:	1998	AUTOMATION FEE	1.00
Make/Model:	MERC / SAB		
Expiration Date:	2 / 2013	<b>Total</b>	<b>\$64.25</b>

When processing a registration renewal, if the customer wishes to add the \$1.00 Organ Donor donation to their transaction, the user will click on the **Optional Donations/Fees** button.



**Web Agent**  
Web-based Motor Vehicle Registration and Titling

Logged in as **User Name: KRHOE Location: Agent Location**

### Renew Registration - Vehicle Record

**WILLIAMSON County Renewal**

Vehicle Information		Fees Due	
Plate:	9	WINDSHIELD STICKER	50.75
Plate Type:	PSP	REG FEE-DPS	1.00
VIN:	1MELM53S	CNTY ROAD BRIDGE ADD-ON FEE	10.00
Document Number:	04332437	CHILD SAFETY FUND	1.50
Model Year:	1998	AUTOMATION FEE	1.00
Make/Model:	MERC / SAB		
Expiration Date:	2 / 2013	<b>Total</b>	<b>\$64.25</b>

**Optional Donations and Fees**

VETERANS' FUND ☐

STATE PARKS DONATION ☐

**\$1.00 ORGAN DONOR DONATION** ☒

The Optional Donations and Fees checkbox will then be displayed and when the user clicks on the **\$1.00 Organ Donor Donation** checkbox, a check mark will be shown.

**WebAgent**  
Web-based Motor Vehicle Registration and Titling

Logged in as **User Name: KRHODE Location: Agent Location**

### Renew Registration - Vehicle Record

**WILLIAMSON County Renewal**

Vehicle Information	Fees Due
Plate: <b>Optional Donations and Fees</b>	WINDSHIELD STICKER 50.75
Plate Type:	REG FEE-DPS 1.00
VIN:	CNTY ROAD BRIDGE ADD-ON FEE 10.00
Document Number:	CHILD SAFETY FUND 1.50
Model Year:	AUTOMATION FEE 1.00
Make/Model:	<b>ORGAN DONOR FEE 1.00</b>
Expiration Date:	<b>Total \$64.25</b>

**Optional Donations and Fees**

VETERANS' FUND

STATE PARKS DONATION

☒ \$1.00 ORGAN DONOR DONATION

Once the selection has been made, the user will click on the **Update** button to return to the Renew Registration - Vehicle Record page.

**WebAgent**  
Web-based Motor Vehicle Registration and Titling

Logged in as **User Name: KRHODE Location: Agent Location**

### Renew Registration - Vehicle Record

**WILLIAMSON County Renewal**

Vehicle Information	Fees Due
Plate: 9	WINDSHIELD STICKER 50.75
Plate Type: PSP	REG FEE-DPS 1.00
VIN: 1MELM53S	CNTY ROAD BRIDGE ADD-ON FEE 10.00
Document Number: 04332437	CHILD SAFETY FUND 1.50
Model Year: 1998	AUTOMATION FEE 1.00
Make/Model: MERC / SAB	<b>ORGAN DONOR FEE 1.00</b>
Expiration Date: 2 / 2013	<b>Total \$65.25</b>


The \$1.00 Organ Donor donation will now be shown at the bottom of the list of fees due and the amount will be added to the total.

## Voided Transactions

The Renewal Transaction Record has been enhanced to include a Void Transaction Information section. WebSub will now show date, time, location, and user information for voids of a WebSub renewal transaction processed at an Agent or TAC location before a batch is submitted and for voids processed at a County Administration location prior to the county approving a batch. WebSub will also show date, time, user, and RTS transaction ID information for a WebSub renewal transaction voided in RTS within the 48 hour window after a batch is approved. Prior to this enhancement, WebSub transactions voided in RTS were not reflected in WebSub.

Please note that the Renewal Date/Time shown on the Renewal Transaction Record will not change when a transaction is voided.

The following screen shot shows a Renewal Transaction Record that has been voided within WebSub at an Agent location and includes the Void Transaction Information section and the unchanged Renewal Date/Time.



Web-based Motor Vehicle Registration and Titling

Logged in as  
 User Name: KRHODE Location: Williamson Administration

**Renewal Transaction Record**

Actions

Navigation

Home

Logout

Registration

Manage Batches

Inquiry

Administration

Manage Locations

Help

Support

Location: WILLIAMSON Batch # 5081
Renewal Date/Time: 02/06/2013 12:33 PM

Voiced Renewal

**Vehicle Information**

Plate: 9

Plate Type: PSP

VIN: 1MELM53S

Document Number: 04332437

Model Year: 1998

Make/Model: MERC / SAB

Expiration Date: 2 / 2013

**Fees Due**

WINDSHIELD STICKER	50.75
REG FEE-DPS	1.00
CNTY ROAD BRIDGE ADD-ON FEE	10.00
CHILD SAFETY FUND	1.50
AUTOMATION FEE	1.00
ORGAN DONOR FEE	1.00
Total	\$65.25

**Transaction Information**

New Expiration Date: 2 / 2014	Insurance Verification: Electronic
County: WILLIAMSON	RTS Transaction ID :
Location Name: Agent Location	Search Entry Type : Keyboard
New Plate Issued:	Renewal User Name: KRHODE
	Print Qty: 1

**Void Transaction Information**

Voiced Date/Time: 02/06/2013 01:20 PM	Location Name: Agent Location
Voiced By: KRHODE	Location Type: Agent

Cancel

The following screen shot shows a Renewal Transaction Record that has been voided in RTS at the county, after the WebSub transaction had been approved, listing the Void Transaction Information section and the unchanged Renewal Date/Time.



**Web Agent**  
Web-based Motor Vehicle Registration and Titling

Logged in as: User Name: KMCKEE Location: Defect 11429 Location

### Renewal Transaction Record

County: MCLENNAN Batch # 1264 Renewal Date/Time: 09/20/2012 02:11 PM

Voiced Renewal

Vehicle Information		Fees Due	
Plate:	52	PLATE STICKER	15.00
VIN:	1TTF482	CNTY ROAD BRIDGE ADD-ON FEE	10.00
Document Number:	1771002	AUTOMATION FEE	1.00
Model Year:	1999		
Make/Model:	TRNC	Total	\$26.00
Expiration Date:	9 / 2012		

Transaction Information	
New Expiration Date:	9 / 2013
County:	MCLENNAN
Location Name:	Defect 11429 Location
New Plate Issued:	07
Insurance Verification:	Not Required
RTS Transaction ID :	268000411
Search Entry Type :	Keyboard
Renewal User Name:	KMCKEE
Print Qty:	1

**Void Transaction Information**

Voiced Date/Time: 10/02/2012 05:20 PM Voiced By: KHARREL  
Voiced RTS Transaction ID: 268000411

Cancel

For all voids that occurred prior to this enhancement, the Void Transaction Information section will not include void information. The following screen shot shows a Renewal Transaction Record that was voided prior to this enhancement.



**Web Agent**  
Web-based Motor Vehicle Registration and Titling

Logged in as: User Name: KRHODE Location: McLennan Administration

### Renewal Transaction Record

Location: MCLENNAN Batch # 4787 Renewal Date/Time: 01/15/2013 03:18 PM

Voiced Renewal

Vehicle Information		Fees Due	
Plate:	C	WINDSHIELD STICKER	50.75
Plate Type:	PSP	REG FEE-DPS	1.00
VIN:	2CNALDEW	CNTY ROAD BRIDGE ADD-ON FEE	10.00
Document Number:	1610034	AUTOMATION FEE	1.00
Model Year:	2011	VETERANS' FUND	1.00
Make/Model:	CHEV / EQU	STATE PARKS DONATION	5.00
Expiration Date:	2 / 2013	ORGAN DONOR FEE	1.00
		Total	\$69.75

Transaction Information	
New Expiration Date:	2 / 2014
County:	MCLENNAN
Location Name:	s
New Plate Issued:	
Insurance Verification:	Electronic
RTS Transaction ID :	
Search Entry Type :	Scan
Renewal User Name:	SIVA
Print Qty:	1

**Void Transaction Information**

No further information available

Cancel



## Manage Locations – Location Type

The location type can now be changed to either TAC or Agent when logged into a County Administration location.



Logged in as **User Name:** KRHODE **Location:** Williamson Administration

### Manage Locations

Actions	Actions	Location	Street	Zip Code
<a href="#">Modify</a>   <a href="#">View Users</a>	<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	Williamson Administration	904 S Main St.	78640
<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	TAC-wilco	13 st	78731
<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	Remittance Processing System	4000 Jackson Ave.	78731
<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	Agent Location	4000 Jackson Ave	78731
<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	Conrat-keyboard only	123 micky mouse	90898
<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	Corner Store	123 Main Street	78731
<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	Fiesta #14	100 Main	78666
<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	Green Grocery Store	1234 Elm St.	78704
<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	HEB #001	123 happy NOT	78788
<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	HEB#1	4000 jackson ave	97979
<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	Release Notes Location	123 Main St	78704
<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	<a href="#">Modify</a>   <a href="#">View Users</a>   <a href="#">Delete</a>	s	123 happy	78787

Export data to [Excel](#) / [Generate Report](#)

[Add New Location](#) [Cancel](#)

The administrator will click on **Manage Locations** and a list of all of the county's locations will be displayed. The administrator will then click on **Modify** for the location you wish to revise.



Logged in as **User Name:** KRHODE **Location:** Williamson Administration

### Add/Modify Location

<b>Actions</b> <a href="#">Navigation</a> <a href="#">Home</a> <a href="#">Logout</a> <a href="#">Registration</a> <a href="#">Manage Batches</a> <a href="#">Inquiry</a> <a href="#">Administration</a> <a href="#">Manage Locations</a> <a href="#">Help</a> <a href="#">Support</a>	<b>Location Detail</b> <b>Location Name *</b> Corner Store <b>Street Address *</b> 123 Main Street <b>Location Type</b> <span>Agent</span> <b>City *</b> Cedar Park <b>Contact</b> <span>Agent</span> <b>State *</b> TX <b>E-mail *</b> ecullen@cornerstore.com <b>Zip Code *</b> 78731 - <b>Phone *</b> 5125555555 <b>Location ID:</b> 2361	
	<b>Location Configuration</b> <b>Max # of Days for a Batch *</b> 7 <b>Max # Renewals in a Batch *</b> 40 <b>RTS Subcon ID:</b> 100 <b>Renewal Key Entry Mode *</b> <input checked="" type="radio"/> Keyboard Only <input type="radio"/> Scanner Only <input type="radio"/> Both Keyboard and Scanner <b>Expired Renewal Processing *</b> <input type="radio"/> None <input type="radio"/> Within 5 day grace <input checked="" type="radio"/> Yes, for 1 month <b>Issue Plate Inventory</b> <input checked="" type="radio"/> No <input type="radio"/> Yes	
	<a href="#">Save</a> <a href="#">Cancel</a>	
	<p>* required fields</p>	

Once the location is displayed, the administrator will select the correct location type from the drop down list. The only choices available are Agent or TAC. Once the selection has been made, click on **Save** and the Manage Locations page with the list of all of the county's locations will be displayed again.

## Manage Batches – Find Batch Function

The Find Batch function on the Manage Batches Page for a County Administration location has been modified to allow for batch numbers up to seven digits. This feature allows a county to search for a batch by the batch number rather than paging through the batch list to find a specific batch. The feature originally could accommodate batch numbers with a maximum of four digits.



**Web Agent**  
Web-based Motor Vehicle Registration and Titling

Logged in as  
User Name: KRHODE Location: Williamson Administration

### Manage Batches

Start Date	End Date	Batch Status
01/07/2013	02/06/2013	Submitted

Please use filter above to return a list of batches, or access a specific batch using "FIND BATCH".

Batch ID: 1234567 Find Batch Cancel

The user will enter a Batch ID and click on the **Find Batch** button to display the information for that particular batch. The batch number will remain in the batch ID field until cleared by the user or a new batch number is entered to find another batch.

## Batch Detail Report

The Batch Detail Report has been enhanced to include the plate number when a new plate has been issued due to needs replacement.

BatchDetail\_1308266[1].pdf - Adobe Acrobat Pro

File Edit View Window Help

Create

Customize

Tools Sign Comment

Batch 4812 Detail

County: WILLIAMSON Location: Agent Location Status: Submitted

Report Generated: 02/11/2013 09:13 AM

Date	Plate	VIN	Expires	Print Qty	Insur	New Plate	Amount	User Name
01/16/2013	A	1GBJG31R	02/2013	1	Manual		Voided Renewal	AADMIN5
01/16/2013	9	1MELM53S	02/2013	2	Electronic		Voided Renewal	AADMIN5
				AADMIN5	Totals	3	\$0.00	
				Batch 4812	Totals	3	\$0.00	

Report Counts - Renewals Completed: 0 Voided Renewals: 2

The following is an enlarged section of the report showing the first five columns of information.

Date	Plate	VIN	Expires	Print Qty
01/16/2013	A	1GBJG31R	02/2013	1
01/16/2013	9	1MELM53S	02/2013	2
AADMIN5			Totals	3
Batch 4812			Totals	3

Report Counts - Renewals Completed: 0 Voided Renewals: 2

## Revised Error Messages

The wording for several error messages has been clarified and/or corrected. A revised job aid has been created and is provided with these release notes.